

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



February 3, 2005

ALL COUNTY LETTER NO. 05-01

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CHILD CARE COORDINATORS  
ALL COUNTY WELFARE TO WORK COORDINATORS  
STAGE ONE ALTERNATIVE PAYMENT PROGRAM PROVIDERS

SUBJECT: FORMER CalWORKs RECIPIENTS WHOSE CHILDREN ARE  
TIMING OUT OF STAGE ONE CHILD CARE [CW 2197 (1/05)]

REFERENCE: ACL 99-63, DATED SEPTEMBER 7, 1999, PUBLICATION OF  
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS (CalWORKs) CHILD CARE REGULATIONS;

ACL 04-29, DATED JULY 21, 2004, FORMER CalWORKs RECIPIENTS  
WHOSE CHILDREN ARE TIMING OUT OF STAGE ONE CHILD CARE  
[CW 2197 (7/04)]

Effective with the January 2005 report month, counties are to use the enclosed Timing Out Questionnaire Stage One CalWORKs Child Care [CW 2197 (01/05)]. This is a revision of the prior July 2004 version.

Content Changes: Dates Revised.

Format Changes: None.

Attached is the Timing Out Questionnaire Stage One CalWORKs Child Care (CW 2197) for July 2004 through December 2006. Counties are asked to complete a CW 2197 in September and February of each year. This data helps estimate the funding necessary to serve former CalWORKs recipients in Stage Three child care after they have exhausted their 24 months of Stage One child care benefits.

Current regulations provide that former CalWORKs recipients must receive Stage One child care if child care services are not available in Stage Two or Stage Three. However, former recipients cannot remain in Stage One beyond 24 months of eligibility after leaving cash assistance.

ALL COUNTY WELFARE DIRECTORS  
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The California Department of Social Services (CDSS) must determine the number of children who have or who will "time out" of Stage One child care during each month from July 2004 through December 2006.

The county is to complete the questionnaire with actual and projected information on the number of children and families receiving Stage One child care who have reached or who will reach the end of the 24-month limit of child care services for which former CalWORKs recipients are eligible. This data must be reported separately by one-parent and two-parent families.

Note: The data being collected in this questionnaire are **only** for families and children of *former* recipients of CalWORKs cash assistance who will continue to receive their child care services through Stage One.

An email version of this report form can be completed and transmitted by following instructions at <http://www.cdss.ca.gov/dssdb/>. Copies of this report and its instructions can be viewed and printed from <http://www.cdss.ca.gov/research/>. Enclosed are printed copies of the form and instructions. If email submission is not possible, fax or mail reports to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430  
**FAX: (916) 657-2074**

All counties are to submit the questionnaire for receipt to CDSS no later than **February 11, 2005**.

If you have any questions regarding completion of this questionnaire, please contact Tom Nguyen, Data Systems and Survey Design Bureau, at (916) 654-1208.

Sincerely,

***Original Document Signed By  
Gloria Merk on 2/3/05***

GLORIA MERK  
Deputy Director  
Administration Division

Enclosures

# Timing Out Questionnaire

## Stage One CalWORKs Child Care

SUBMIT THIS REPORT FORM VIA EMAIL

(See <http://www.cdss.ca.gov/dssdb/>)

OR SEND ONE COPY TO:

California Department of Social Services

Data Systems and Survey Design Bureau, M.S. 9-081

P.O. Box 944243

Sacramento, CA 94244-2430

FAX: (916) 657-2074

|             |   |
|-------------|---|
| COUNTY NAME | REPORT PERIOD<br><b>July 2004 through December 2006</b> |
|-------------|---|

| Stage One<br>December<br>2004<br>Caseload | Children               |                        | Families               |                        |
|---|------------------------|------------------------|------------------------|------------------------|
|   | One-Parent<br>Families | Two-Parent<br>Families | One-Parent<br>Families | Two-Parent<br>Families |
| TOTAL                                     | 1                      | 2                      | 3                      | 4                      |

| Report<br>Month | Children               |                        | Families               |                        |
|-----------------|------------------------|------------------------|------------------------|------------------------|
|                 | One-Parent<br>Families | Two-Parent<br>Families | One-Parent<br>Families | Two-Parent<br>Families |
| Jul-04          | 5                      | 6                      | 7                      | 8                      |
| Aug-04          | 9                      | 10                     | 11                     | 12                     |
| Sep-04          | 13                     | 14                     | 15                     | 16                     |
| Oct-04          | 17                     | 18                     | 19                     | 20                     |
| Nov-04          | 21                     | 22                     | 23                     | 24                     |
| Dec-04          | 25                     | 26                     | 27                     | 28                     |
| Jan-05          | 29                     | 30                     | 31                     | 32                     |
| Feb-05          | 33                     | 34                     | 35                     | 36                     |
| Mar-05          | 37                     | 38                     | 39                     | 40                     |
| Apr-05          | 41                     | 42                     | 43                     | 44                     |
| May-05          | 45                     | 46                     | 47                     | 48                     |
| Jun-05          | 49                     | 50                     | 51                     | 52                     |
| Jul-05          | 53                     | 54                     | 55                     | 56                     |
| Aug-05          | 57                     | 58                     | 59                     | 60                     |
| Sep-05          | 61                     | 62                     | 63                     | 64                     |

| Report<br>Month | Children               |                        | Families               |                        |
|-----------------|------------------------|------------------------|------------------------|------------------------|
|                 | One-Parent<br>Families | Two-Parent<br>Families | One-Parent<br>Families | Two-Parent<br>Families |
| Oct-05          | 65                     | 66                     | 67                     | 68                     |
| Nov-05          | 69                     | 70                     | 71                     | 72                     |
| Dec-05          | 73                     | 74                     | 75                     | 76                     |
| Jan-06          | 77                     | 78                     | 79                     | 80                     |
| Feb-06          | 81                     | 82                     | 83                     | 84                     |
| Mar-06          | 85                     | 86                     | 87                     | 88                     |
| Apr-06          | 89                     | 90                     | 91                     | 92                     |
| May-06          | 93                     | 94                     | 95                     | 96                     |
| Jun-06          | 97                     | 98                     | 99                     | 100                    |
| Jul-06          | 101                    | 102                    | 103                    | 104                    |
| Aug-06          | 105                    | 106                    | 107                    | 108                    |
| Sep-06          | 109                    | 110                    | 111                    | 112                    |
| Oct-06          | 113                    | 114                    | 115                    | 116                    |
| Nov-06          | 117                    | 118                    | 119                    | 120                    |
| Dec-06          | 121                    | 122                    | 123                    | 124                    |

COMMENTS

|                        |           |                |
|------------------------|-----------|----------------|
| CONTACT PERSON (Print) | EMAIL     | DATE COMPLETED |
| TITLE/CLASSIFICATION   | TELEPHONE | FAX            |

**TIMING OUT QUESTIONNAIRE  
STAGE ONE CalWORKs CHILD CARE  
CW 2197 (1/05)**

**INSTRUCTIONS**

**CONTENT**

The CW 2197 report contains statistical information about children and families currently receiving CalWORKs Stage One Child Care who have “timed out” or will “time out” (reach the end of their 24 months of child care after leaving cash aid) during each of the months indicated.

Copies of the report form and instructions can be viewed or printed from the California Department of Social Services (CDSS), Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>.

**PURPOSE**

This data is collected to estimate the funding necessary to serve former CalWORKs recipients in Stage Three child care after they have exhausted their 24 months of Stage One child care.

**COMPLETION AND SUBMISSION**

The County Welfare Department (CWD) is responsible for ensuring that this semi-annual report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Please submit only one report per county. Reports are to be received on or before Friday, February 11, 2005.

Email submission. Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/> to your PC desktop, complete the downloaded report form and email to the CDSS, Data Systems and Survey Design Bureau (DSSDB). This email submission process contains automatic computation of some cells and easy email transmission of completed report forms to DSSDB; the website contains specific instructions and guidance.

Hard copy submission. Enclosed are printed copies of the form and instructions. If email submission is not possible, complete a paper copy of the report form and fax or mail to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430

**FAX: (916) 657-2074**

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

**GENERAL INSTRUCTIONS**

Enter the county name in the drop down box provided near the top of the form.

Enter the data required for each item. If there is nothing to report for an item, enter “0”. **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, email address, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

**GENERAL INSTRUCTIONS CONTINUED**

- This report only collects the number of enrolled Stage One children and families no longer on CalWORKs cash aid that have or will exhaust their 24 months of eligibility. The 24-month “timing out” period does not involve the number of payments made per family and child.
- When a Stage One family and its child(ren) are no longer on CalWORKs cash aid, the 24-month time limit begins on the first day of the month immediately following the month the adult is no longer receiving CalWORKs cash aid. The data reported in each data cell is considered the 24<sup>th</sup> month when the families and children have “timed out” or will “time out” of Stage One child care.
- ACTUAL “timed out” counts are the first six months indicated on the report and are only the children and families who have actually “timed out” of Stage One child care.
- PROJECTED “timed out” counts are the last 24 months of the report and are the children and families taken from the indicated Stage One child care Caseload Total who are off CalWORKs cash aid and have been projected to “time out” within the indicated 24-month time period.
- If NO Stage One children or families have “timed out” or will “time-out” during an indicated month, enter zero where appropriate. NOTE: If the county reports all zeros on the CW 2197, the county should provide a footnote in the Comments section that confirms the county has no Stage One children and families off cash aid.
- DO NOT report Stage One children and families who are off CalWORKs cash aid and that have transferred to Stage Two child care before “timing out”.
- The data reported on the CW 2197 is not identical to the Child Care Monthly Reports (CW 115/A).
- If necessary, use the Comments section to explain your estimates.
- Please include Stage One children and families no longer on CalWORKs cash aid on December 31, 2004, regardless of the reason they remain in Stage One.

**ITEM INSTRUCTIONS**

Stage One December 2004 Caseload/TOTAL: Enter the ACTUAL number of children and families no longer receiving CalWORKs cash aid, currently receiving CalWORKs Stage One Child Care on December 31, 2004, who will be “timing out” from January 2005 - December 2006. [Cells 1 – 4]

July 2004 – December 2004: Enter the ACTUAL number of children and families no longer receiving CalWORKs cash aid that did “time out” of the Stage One child care caseload during the indicated month. [Cells 5 – 28]

January 2005 – December 2006: Enter the PROJECTED number of children and families no longer receiving CalWORKs cash aid that were in Stage One child care on December 31, 2004 [see Cells 1 – 4], that will “time out” during the indicated month. Base this projection on a count of months. DO NOT modify projections for expected attrition. [Cells 29 – 124]

**COMMENTS**

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.